

Connecticut IFTA_{CS}TM Credential Web Application

Release 2.0

user manual

prepared for

**State of Connecticut
CVISN/PRISM Steering Committee**

prepared by

Cambridge Systematics, Inc.

user manual

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Web Application

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August 2005

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1.0 System Overview

Motor carriers and service bureaus can access the IFTA_{CS}[™] Credential Web Application through the State's CVO Credentialing System. Please refer to the *Connecticut CVO Credentialing System User Manual* for information on that system as well as general information on the Connecticut CVISN/PRISM web applications.

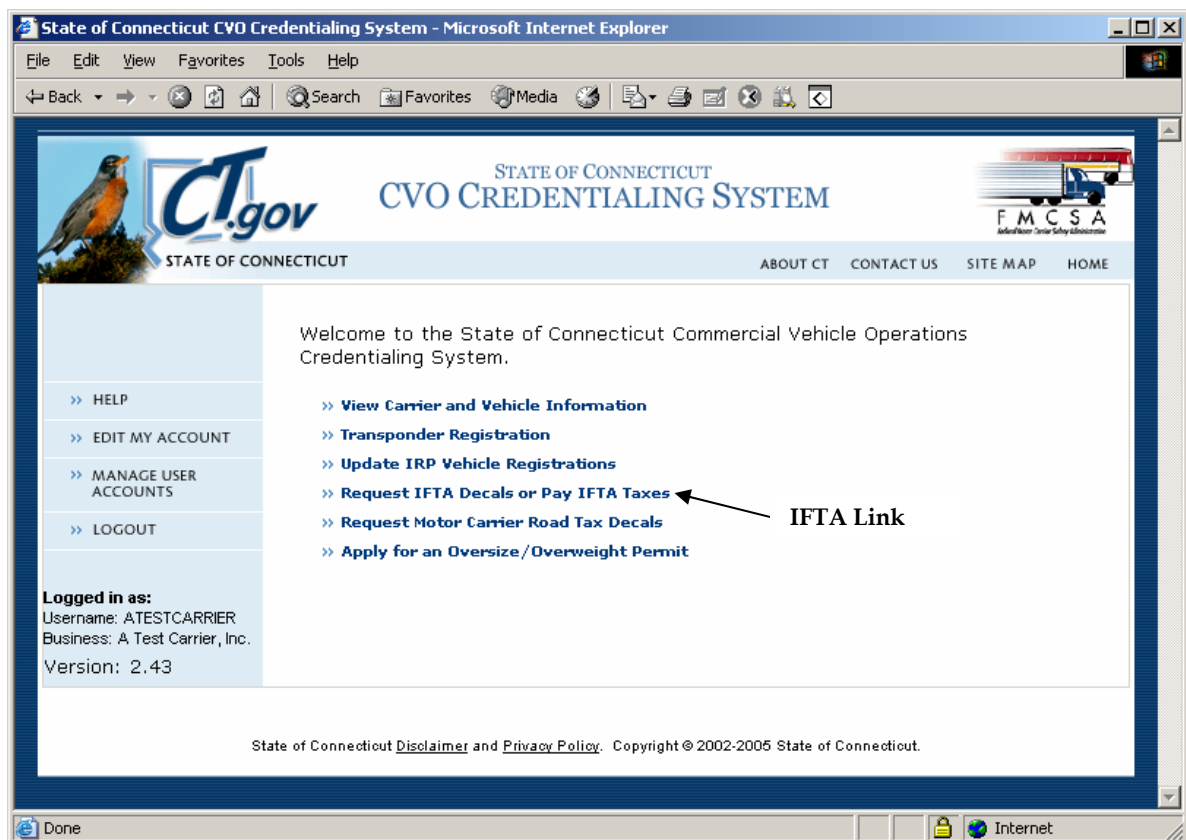
The following transactions can be conducted on-line:

- Request a new IFTA license (new carriers only);
- Renew an existing IFTA license;
- Request additional IFTA decals; and
- Link to the New York Regional Processing Center (RPC) to file and reprint IFTA quarterly taxes.

2.0 Accessing the IFTA_{CS} Credential Web Application

The IFTA_{CS} Credential Web Application can be accessed by clicking the “Request IFTA Decals or Pay IFTA Taxes” link from the Main Menu of the CVO Credentialing System as illustrated in Figure 2.1. Only master account holders and subaccount holders authorized to perform IFTA transactions will see this link.

Figure 2.1 CVO Credentialing System Main Menu



The IFTA menu will be created dynamically based on the carrier’s IFTA information. New carriers and carriers that did not enter an IFTA account number during the CVO Credentialing System registration process will only see a link to request a new IFTA license. Carriers that entered an IFTA account number during the CVO Credentialing System registration process will see links to Renew license, Request Additional Decals, File IFTA Quarterly Taxes, and Reprint IFTA Quarterly Taxes.

■ 2.1 Service Bureaus

Service bureaus will see all five links on the IFTA menu and must select the appropriate link for the operation to be performed. Once the service bureau user selects the operation, the IFTA_{CS} application will ask the user to identify the carrier for whom the operation will be performed. The Carrier Selection page, illustrated in Figure 2.2, will be displayed.

Figure 2.2 Carrier Selection Page

The screenshot shows a web browser window titled "Department of Revenue Services IFTA Online Applications - Microsoft Internet Explorer". The page header includes the "CT.gov" logo, the text "STATE OF CONNECTICUT", and the "DEPARTMENT OF REVENUE SERVICES IFTA ONLINE APPLICATIONS" title. A navigation bar contains links for "ABOUT CT", "CONTACT US", "SITE MAP", and "HOME".

On the left side, there is a sidebar with links for "HELP" and "RETURN TO MAIN MENU". Below these links, it states "Logged in as:" followed by "Username: TESTSERVICE", "Business: Test Service Bureau", and "Version: 2.43".

The main content area is titled "Carrier Selection" and contains the following text: "A specific carrier must be selected for this operation. Please identify that carrier by entering one of the identifiers requested below. Select 'Find Carrier' to proceed." Below this text is a form with four radio button options, each followed by a text input field:

- ☒ Enter Carrier's IFTA ID:
- ☐ Enter Carrier's USDOT:
- ☐ Enter Carrier's FEIN:
- ☐ Enter Carrier's SSN:

At the bottom of the form are two buttons: "Find Carrier" and "Cancel".

The footer of the page reads: "State of Connecticut Department of Revenue Services [Privacy Policy](#). Copyright © 2002-2005 State of Connecticut."

The service bureau user may select a carrier using one of the following identifiers:

- IFTA ID;
- U.S. DOT Number;
- FEIN; and
- SSN.

Only one identifier may be selected at a time. The user should enter a single carrier identifier in the appropriate field and click the “Find Carrier” button. If a carrier is found in the Commercial Vehicle Information Exchange Window (CVIEW_{CS}) database, the carrier’s name is displayed and the service bureau user is asked to confirm that this is the correct carrier using the “Select This Carrier” button. If this is not the correct carrier, the service bureau user should use the “Select Another Carrier” button to find the carrier using a different identifier.

If the service bureau user selected “Apply for a License (New Carriers Only)” from the IFTA menu, then the option to find by IFTA ID is not available. Also, a “New Carrier” button will appear. The service bureau user can use the “New Carrier” button to skip the find operation and begin a license application for a new carrier.

Once the service bureau user finds and selects an existing carrier or chooses to begin a license application for a new carrier, then the processing of the IFTA_{CS} application is identical to the process followed for a motor carrier user.

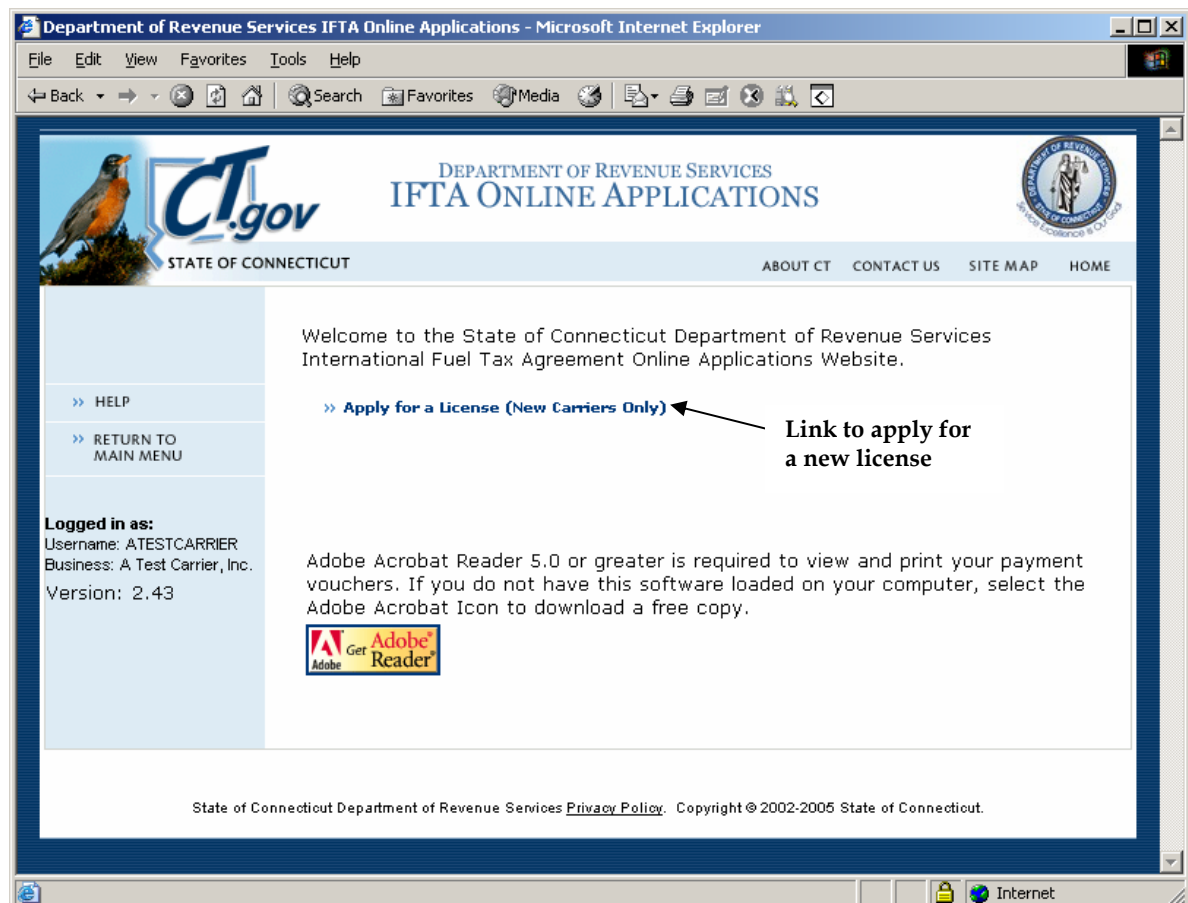
3.0 Applying for an IFTA License

A user applying for a new IFTA license should click the “Apply for a License (New Carriers Only)” link in the IFTA main page as shown in Figure 3.1. The first of four data entry pages for the IFTA license application will be displayed as shown in Figure 3.2. The form will be pre-populated with the company information from the user’s CVO Credentialing System profile. The user should review the pre-populated information to ensure its accuracy and correct any information that is inaccurate.

If the FEIN/SSN and Tax Registration Number are available from the CVO Credentialing System profile, then these values cannot be changed on the IFTA_{CS} application.

On every page, required fields are indicated by an asterisk (*) next to the field name.

Figure 3.1 IFTA Main Menu Page



■ 3.1 Applying for an IFTA License – Page 1

If the user wishes to enter a different mailing address, he/she can uncheck the appropriate box and enter this information.

At the bottom of the page there are two buttons:

- **Cancel** - Discards the current application and returns the user to the IFTA menu; and
- **Continue to Page 2** - Continues the application process.

Figure 3.2 Page 1 of New License Application

Department of Revenue Services IFTA Online Applications - Microsoft Internet Explorer

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DEPARTMENT OF REVENUE SERVICES
IFTA ONLINE APPLICATIONS

STATE OF CONNECTICUT ABOUT CT CONTACT US SITE MAP HOME

2005 New IFTA License Application (page 1 of 4)

Complete the following form. Select the 'Continue' button to proceed to the next page. Select the 'Cancel' button at any time to quit and return to the IFTA menu. Selecting the 'Cancel' button will discard any information you have entered. Select the 'Help' link at any time for additional instructions.

* Indicates a required field

Carrier Information

Owner, Partner, or Corporate Name *

Trade Name or Registered Name If Different from Above

Connecticut Tax Registration Number 9999991000

Federal Employer ID Number (FEIN) 06-9999991

US DOT Number

Physical Location Of Business
(PO Box Is Not Acceptable)

Street Address 1 *

Street Address 2

City *

State/Province *

Zip+4/Postal Code *

Phone * () -

☒ Check here if your Mailing Address is the same as above

Logged in as:
Username: ATESTCARRIER
Business: A Test Carrier, Inc.
Version: 2.43

Internet

Before moving to the second page of the application, the system will verify that all required fields have been completed and validate the information, as necessary. If an error is detected, an error message will be displayed in a red box at the top of the screen. The user must correct the specified error before continuing to the next page.

■ 3.2 Applying for an IFTA License – Page 2

The user can enter his/her company's business information on the second page of the application as shown in Figure 3.3.

At the bottom of the page there are two buttons:

- **Cancel** - Discards the current application and returns the user to the IFTA menu; and
- **Continue to Page 3** - Continues the application process.

Figure 3.3 Page 2 of New License Application

Department of Revenue Services IFTA Online Applications - Microsoft Internet Explorer

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DEPARTMENT OF REVENUE SERVICES
IFTA ONLINE APPLICATIONS

STATE OF CONNECTICUT ABOUT CT CONTACT US SITE MAP HOME

2005 New IFTA License Application (page 2 of 4)

Complete the following form. Select the 'Continue' button to proceed to the next page. Select the 'Cancel' button at any time to quit and return to the IFTA menu. Selecting the 'Cancel' button will discard any information you have entered. Select the 'Help' link at any time for additional instructions.

* Indicates a required field

Business Information

Describe in detail the type of business you operate (up to 120 characters)

Type Of Ownership
General Partnership

Organized Under Laws of What State?
Connecticut

Are you currently or have you been registered with another jurisdiction for the International Fuel Tax Agreement?
☐ Yes ☒ No

Number Of Owners

Number Of Lessors

Do you store fuel in bulk?
☐ Yes ☒ No

Types of Fuel Used

<input checked="" type="checkbox"/> Diesel	<input type="checkbox"/> Gasoline	<input type="checkbox"/> Ethanol	<input type="checkbox"/> Propane
<input type="checkbox"/> Natural Gas	<input type="checkbox"/> A-55	<input type="checkbox"/> E-55	<input type="checkbox"/> M-85
<input type="checkbox"/> Gasohol	<input type="checkbox"/> LNG	<input type="checkbox"/> Methanol	

Continue To Page 3 Cancel

Done Internet

Logged in as:
Username: ATESTCARRIER
Business: A Test Carrier, Inc.
Version: 2.43

[» HELP](#)
[» RETURN TO MAIN MENU](#)

■ 3.3 Applying for an IFTA License – Page 3

On the third page of the application shown in Figure 3.4, the user must enter owner information, including:

- Name;
- Social Security Number; and
- Address.

This page may display multiple owner sections, depending on the number of owners entered on the second application page. At least one owner will be required.

This page also may display lessor sections, if a nonzero number of lessors was entered on the second application page. With the exception of social security number, the information required for a lessor is the same as that required for an owner.

At the bottom of the page there are two buttons:


- **Cancel** – Discards the current application and returns the user to the IFTA menu; and
- **Continue to Page 4** – Continues the application process.

Figure 3.4 Page 3 of New License Application

Department of Revenue Services IFTA Online Applications - Microsoft Internet Explorer

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 **DEPARTMENT OF REVENUE SERVICES**
IFTA ONLINE APPLICATIONS

STATE OF CONNECTICUT

ABOUT CT CONTACT US SITE MAP HOME

2005 New IFTA License Application (page 3 of 4)

Complete the following form. Select the 'Continue' button to proceed to the next page. Select the 'Cancel' button at any time to quit and return to the IFTA menu. Selecting the 'Cancel' button will discard any information you have entered. Select the 'Help' link at any time for additional instructions.

* Indicates a required field

Business Owners, Partners, LLC Members, or Corporate Officers

Owner # 1

Name *

Social Security Number * - -

Street Address 1 *

Street Address 2

City *

State/Province *

Zip+4/Postal Code *

Phone () -

Lessors Who Lease Vehicles To You

Lessor # 1

Name

Street Address 1

Street Address 2

City

State/Province

Zip+4/Postal Code

Phone () -

Continue To Page 4 Cancel

Internet

■ 3.4 Applying for an IFTA License – Page 4

On the fourth page of the application, as shown in Figure 3.5, the user must identify the jurisdiction(s) in which his/her company's vehicles will operate. The user should place a checkmark next to all the appropriate jurisdictions. The Connecticut jurisdiction must be selected along with at least one other jurisdiction in order to obtain an IFTA license from Connecticut.

At the bottom of the page there are four buttons:

- **Select All** – Selects all the jurisdictions;
- **Select None** – Clears all the jurisdictions except Connecticut;
- **Review Application** – Displays the confirmation page; and
- **Cancel** – Discards the current application and returns the user to the IFTA menu.

Figure 3.5 Page 4 of New License Application

Department of Revenue Services IFTA Online Applications - Microsoft Internet Explorer

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CI.gov IFTA ONLINE APPLICATIONS
STATE OF CONNECTICUT

ABOUT CT CONTACT US SITE MAP HOME

2005 New IFTA License Application (page 4 of 4)

Complete the following form. Select the 'Review Application' button to proceed to the next page. Select the 'Cancel' button at any time to quit and return to the IFTA menu. Selecting the 'Cancel' button will discard any information you have entered. Select the 'Help' link at any time for additional instructions.

* Indicates a required field

Jurisdictions

Select jurisdictions in which you operate or anticipate operating

<input type="checkbox"/> Alabama	<input type="checkbox"/> Alaska	<input type="checkbox"/> Arizona
<input type="checkbox"/> Arkansas	<input type="checkbox"/> California	<input type="checkbox"/> Colorado
<input checked="" type="checkbox"/> Connecticut	<input type="checkbox"/> Delaware	<input type="checkbox"/> District of Columbia
<input type="checkbox"/> Florida	<input type="checkbox"/> Georgia	<input type="checkbox"/> Idaho
<input type="checkbox"/> Illinois	<input type="checkbox"/> Indiana	<input type="checkbox"/> Iowa
<input type="checkbox"/> Kansas	<input type="checkbox"/> Kentucky	<input type="checkbox"/> Louisiana
<input type="checkbox"/> Maine	<input type="checkbox"/> Maryland	<input type="checkbox"/> Massachusetts
<input type="checkbox"/> Michigan	<input type="checkbox"/> Minnesota	<input type="checkbox"/> Mississippi
<input type="checkbox"/> Missouri	<input type="checkbox"/> Montana	<input type="checkbox"/> Nebraska
<input type="checkbox"/> Nevada	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> New Jersey
<input type="checkbox"/> New Mexico	<input type="checkbox"/> New York	<input type="checkbox"/> North Carolina
<input type="checkbox"/> North Dakota	<input type="checkbox"/> Ohio	<input type="checkbox"/> Oklahoma
<input type="checkbox"/> Oregon	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Rhode Island
<input type="checkbox"/> South Carolina	<input type="checkbox"/> South Dakota	<input type="checkbox"/> Tennessee
<input type="checkbox"/> Texas	<input type="checkbox"/> Utah	<input type="checkbox"/> Vermont
<input type="checkbox"/> Virginia	<input type="checkbox"/> Washington	<input type="checkbox"/> West Virginia
<input type="checkbox"/> Wisconsin	<input type="checkbox"/> Wyoming	<input type="checkbox"/> Alberta
<input type="checkbox"/> British Columbia	<input type="checkbox"/> Manitoba	<input type="checkbox"/> New Brunswick
<input type="checkbox"/> Newfoundland	<input type="checkbox"/> Nunavut	<input type="checkbox"/> NW Territory
<input type="checkbox"/> Nova Scotia	<input type="checkbox"/> Ontario	<input type="checkbox"/> Prince Edward Island
<input type="checkbox"/> Quebec	<input type="checkbox"/> Saskatchewan	<input type="checkbox"/> Yukon Territory

Select All Select None

Review Application Cancel

Done Internet

Logged in as:
Username: ATESTCARRIER
Business: A Test Carrier, Inc.
Version: 2.43

[» HELP](#)
[» RETURN TO MAIN MENU](#)

■ 3.5 Applying for an IFTA License – Confirmation Page

Users will be able to review the information provided on the application as shown in Figure 3.6. If the information is correct, the user should click the “Confirm” button at the bottom of the page. If the information is incorrect, the user should click the “Correct” button at the bottom of the page. The user will be directed back to Page 1 and will be able to correct information as needed. If the user wishes to cancel the application, he/she should click the “Cancel” button at the bottom of the page.

Figure 3.6 Confirmation Page for New License Application

Department of Revenue Services IFTA Online Applications - Microsoft Internet Explorer

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2005 New IFTA License Application (Confirm Information)

Review the information you have entered on the previous pages. Select the 'Change' button to change any values. Select the 'Cancel' button to quit and return to the IFTA menu. Selecting the 'Cancel' button will discard all information you have entered. When the information is correct, select the 'Confirm' button to enter the number of decals you wish to purchase. Select the 'Help' link for additional instructions.

Owner, Partner or Corporate Name:
A Test Carrier, Inc.

Trade Name or Registered Name:
A Test Carrier

Tax Registration Number: 9999991000

Federal Employer ID Number (FEIN): 06-9999991

U.S. DOT Number: 1999999

Business Address:

Street Address 1	1 Main Street
Street Address 2	
City	Anytown
State/Province	CT
Zip+4/Postal Code	06666 0000
Phone	(860) 555-1212

Mailing address is the same as business address.

Business Description:

Business Description

Type Of Ownership: General Partnership

Organized Under Laws: CT

I am not, and have not been, registered with another jurisdiction.

I do not store bulk fuel.

Types of fuel used: Diesel

Business Owners:

Owner #1

Name	Owner Name
Social Security Number:	001-01-0001
Street Address 1	1 Main Street

Done Internet

■ 3.6 Applying for an IFTA License – Purchase Page

After confirming that the information is correct, the user will enter the number of decals they wish to receive. When the user enters the number of decals, the fee displayed on the page will be updated to reflect the cost of those decals.

The user must reenter his/her Social Security Number or Federal Employer ID Number. This value should be the same as the value entered or displayed on application page 1. The user's SSN or FEIN serves as an electronic signature for the application. The user should ensure the "Pay via Check" option is selected and click the "Purchase" button at the bottom of the page. If the user wants to cancel the application he/she should click the "Cancel" button. Figure 3.7 illustrates the Purchase Page for a New IFTA License Application.

Note: Credit card option may be available in future releases. This option currently is not displayed.

Figure 3.7 Purchase Page for New License Application

Department of Revenue Services IFTA Online Applications - Microsoft Internet Explorer

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 **DEPARTMENT OF REVENUE SERVICES**
IFTA ONLINE APPLICATIONS

STATE OF CONNECTICUT

ABOUT CT CONTACT US SITE MAP HOME

2005 New IFTA License Application (Specify Number of Decals)

Complete the following form. Selecting the 'Cancel' button will discard any information you have entered.

Total Number of Qualified Vehicles to be Registered:

x \$10 = \$

I declare under the penalty of false statement that I have examined this application, and to the best of my knowledge and belief it is true, complete and correct. This applicant agrees to comply with reporting, payment, record keeping and license display requirements as specified in the International Fuel Tax Agreement. The applicant further agrees that the base jurisdiction may withhold any refunds due if the applicant is delinquent in paying fuel taxes due any member jurisdiction. Failure to comply with these provisions shall be grounds for revocation of license in all member jurisdictions.

In lieu of a signature, reenter your Federal Employer ID Number (FEIN) or your Social Security Number:

Select your payment option and select the Purchase button to complete this application. Select the Help button for additional information on the payment options. After you complete the purchase, you also will have the option to print this information for your records.

☒ Pay via Check (requires printing of a payment voucher to include with your check)

☐ Pay via Credit Card (requires entry of credit card information on our secure web site)

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Done Internet

■ 3.7 Applying for an IFTA License – Receipt Page

After confirming the purchase, a user has the following options:

- **Print Receipt** – Prints a copy of the receipt page for the user’s records;
- **Print Voucher** – Prints a voucher page, which must be mailed to the Connecticut Department of Revenue Services along with a check to complete the transaction; and
- **Continue** – Displays a message that notifies the user of the next steps in the process.

Users must print the payment voucher and submit it along with a check for the correct amount. Printing of the payment receipt is optional.

After clicking the “Continue” button, a final page will be displayed informing the user that they should update their CVO Credentialing System profile with their IFTA account number when it is received. The user should click “Finish” to complete the application and return to the IFTA menu. Figure 3.8 illustrates the Receipt Page for a New IFTA License Application.

Figure 3.8 Receipt Page for New License Application

Department of Revenue Services IFTA Online Applications - Microsoft Internet Explorer

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» HELP
» RETURN TO MAIN MENU

Logged in as:
Username: ATESTCARRIER
Business: A Test Carrier, Inc.
Version: 2.43

Payment By Check Receipt

2005 New IFTA License Application
You must print a voucher and send it in with your payments. To print a voucher press the 'Print Voucher' button. You can select the Print Receipt button to print a receipt for your records. After printing the voucher you can select the 'Continue' button. Select the 'Help' link for additional instructions.


Transaction ID: 911
Application Type: INITIAL
Application Year: 2005
Number Of Decals Purchased: 1
Cost Per Decal Set: \$10
Total Amount Due: \$10

Owner, Partner or Corporate Name: A Test Carrier, Inc.
Trade Name or Registered Name: A Test Carrier
Connecticut Tax Registration Number: 9999991000
Federal Employer ID Number (FEIN): 069999991
U.S. DOT Number: 1999999

Business Address:	
Street Address 1	1 Main Street
Street Address 2	
City	Anytown
State/Province	CT
Zip+4/Postal Code	06666 0000
Phone	(860) 555-1212

Mailing address is the same as business address.

The on-line voucher is available in PDF format. Adobe Acrobat Reader 5.0 or greater is required to view and print the voucher. If you do not have this software loaded on your computer, select the Adobe Acrobat Icon to download a free copy.



Done Internet

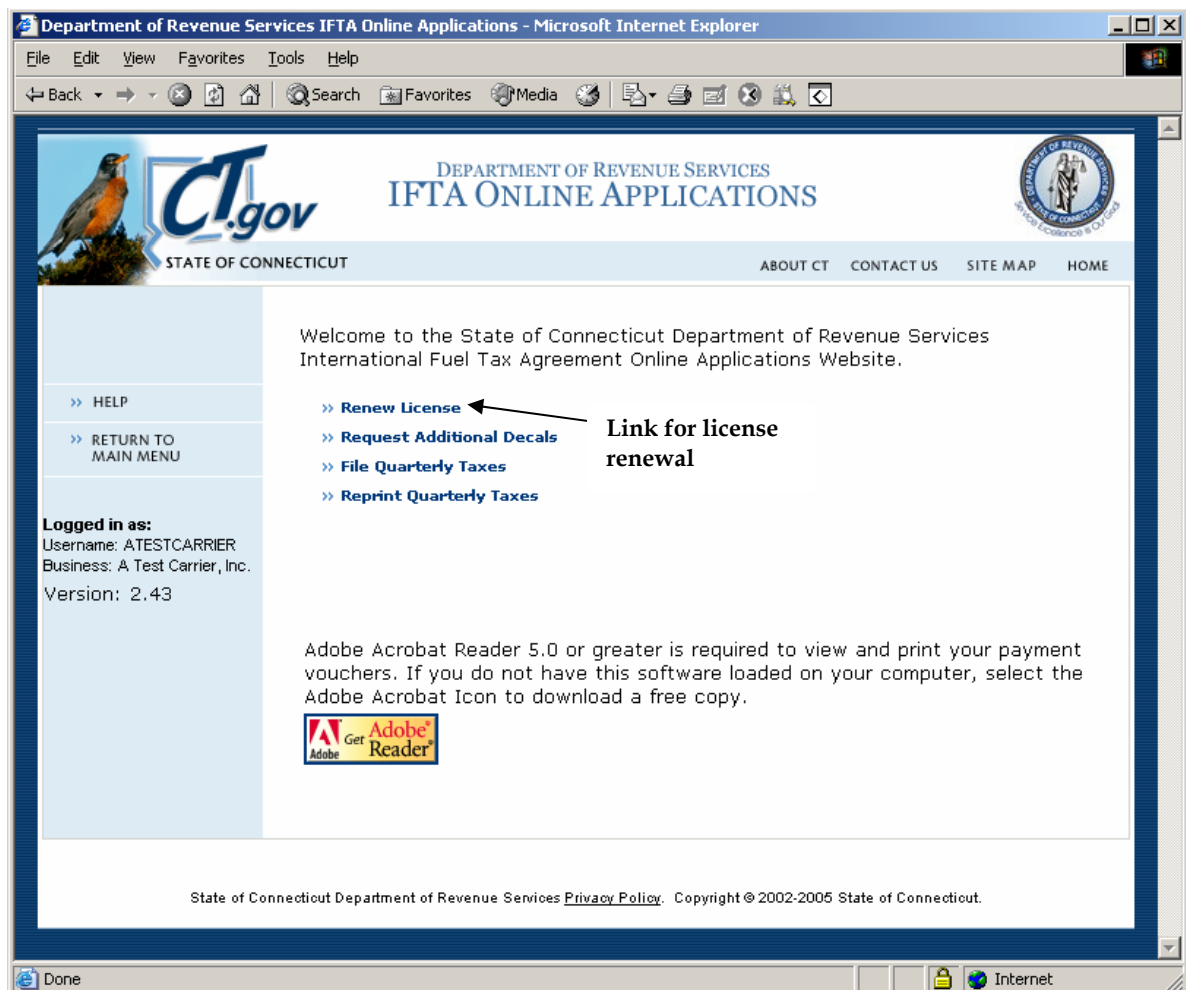
4.0 Renewing an IFTA License

To renew a license, a user should click the “Renew License” link as shown in Figure 4.1. This action will display a one-page data entry form as illustrated in Figure 4.2. The form will be pre-populated with the company information from the user’s CVO Credentialing System profile. The user should review the pre-populated information to ensure its accuracy and correct any information that is inaccurate.

If the FEIN/SSN and Tax Registration Number are available from the CVO Credentialing System profile, then these values cannot be changed on the IFTA_{CS} application.

On every page, required fields are indicated by an asterisk (*) next to the field name.

Figure 4.1 IFTA Main Menu Page



■ 4.1 IFTA License Renewal – Data Entry Page

If the user wishes to enter a different mailing address, he/she can uncheck the appropriate box and enter this information.

At the bottom of the page there are two buttons:

- **Review Application** – Displays the confirmation page; and
- **Cancel** – Discards the application and returns the user to the IFTA menu.

Figure 4.2 illustrates the data entry form for license renewal.

Figure 4.2 Data Entry Page for IFTA License Renewal

The screenshot shows a web browser window titled "Department of Revenue Services IFTA Online Applications - Microsoft Internet Explorer". The browser's address bar shows the URL "http://www.ct.gov/drs/iftaonline". The page header includes the "CT.gov" logo, the text "DEPARTMENT OF REVENUE SERVICES IFTA ONLINE APPLICATIONS", and the "STATE OF CONNECTICUT" logo. Navigation links for "ABOUT CT", "CONTACT US", "SITE MAP", and "HOME" are present. A left sidebar contains links for "HELP" and "RETURN TO MAIN MENU", and a login status section indicating the user is logged in as "ATESTCARRIER" for "A Test Carrier, Inc." with version "2.43".

The main content area is titled "2005 IFTA License Renewal (page 1 of 1)". It provides instructions: "Review the following form and make any necessary changes. Select the 'Review Application' button to proceed to the next page. Select the 'Cancel' button at any time to quit and return to the IFTA menu. Selecting the 'Cancel' button will discard any information you have entered. Select the 'Help' link at any time for additional instructions."

A legend indicates that an asterisk (*) denotes a required field. The form is divided into two main sections: "Carrier Information" and "Physical Location Of Business".

Carrier Information

Owner, Partner, or Corporate Name *
A Test Carrier, Inc.

Trade Name or Registered Name If Different from Above
A Test Carrier

Connecticut Tax Registration Number 9999991000

Federal Employer ID Number (FEIN) 06-9999991

US DOT Number 1999999

Physical Location Of Business
(PO Box Is Not Acceptable)

Street Address 1 * 1 Main Street

Street Address 2

City * Anytown

State/Province * Connecticut

Zip+4/Postal Code * 06666 0000

Phone * (860) 555-1212

☒ Check here if your Mailing Address is the same as above

Buttons: Review Application, Cancel

■ 4.2 IFTA License Renewal – Confirmation Page

Users will be able to review the information provided on the application as shown in Figure 4.3. If the information is correct, the user should click the “Confirm” button at the bottom of the page. If the information is incorrect, the user should click the “Change” button at the bottom of the page. The user will be directed back to the data entry page and will be able to correct information as needed. If the user wishes to cancel the application, he/she should click the “Cancel” button at the bottom of the page.

Figure 4.3 Confirmation Page for IFTA License Renewal

Department of Revenue Services IFTA Online Applications - Microsoft Internet Explorer

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 **DEPARTMENT OF REVENUE SERVICES**
IFTA ONLINE APPLICATIONS

STATE OF CONNECTICUT

ABOUT CT CONTACT US SITE MAP HOME

2005 IFTA License Renewal (Confirm Information)

Review the information you have entered on the previous pages. Select the 'Change' button to change any values. Select the 'Cancel' button to quit and return to the IFTA menu. Selecting the 'Cancel' button will discard all information you have entered. When the information is correct, select the 'Confirm' button to enter the number of decals you wish to purchase. Select the 'Help' link for additional instructions.

Owner, Partner or Corporate Name:
A Test Carrier, Inc.

Trade Name or Registered Name:
A Test Carrier

Connecticut Tax Registration Number: 9999991000

Federal Employer ID Number (FEIN): 06-9999991

U.S. DOT Number: 1999999

Business Address:

Street Address 1	1 Main Street
Street Address 2	
City	Anytown
State/Province	CT
Zip+4/Postal Code	06666 0000
Phone	(860) 555-1212

Mailing address is the same as business address.

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Internet

■ 4.3 IFTA License Renewal – Purchase Page

After confirming that the information is correct, the user will enter the number of decals they wish to receive. When the user enters the number of decals, the fee displayed on the page will be updated to reflect the cost of those decals.

The user must reenter his/her Social Security Number or Federal Employer ID Number. This value should be the same as the value entered or displayed on the application. The user's SSN or FEIN serves as an electronic signature for the application. The user should ensure the "Pay via Check" option is selected and click the "Purchase" button at the bottom of the page. If a user wants to cancel the application he/she should click the "Cancel" button. Figure 4.4 illustrates the Purchase Page for License Renewal.

Note: Credit Card option may be available in future releases. This option currently is not displayed.

Figure 4.4 Purchase Page for IFTA License Renewal

The screenshot shows a web browser window titled "Department of Revenue Services IFTA Online Applications - Microsoft Internet Explorer". The browser's address bar and menu bar are visible. The website header includes the "CT.gov" logo, the text "STATE OF CONNECTICUT", and the "DEPARTMENT OF REVENUE SERVICES IFTA ONLINE APPLICATIONS" title. Navigation links for "ABOUT CT", "CONTACT US", "SITE MAP", and "HOME" are present. A left sidebar contains links for "HELP" and "RETURN TO MAIN MENU", and a login status section showing "Logged in as: Username: ATESTCARRIER, Business: A Test Carrier, Inc., Version: 2.43".

The main content area is titled "2005 IFTA License Renewal (Specify Number of Decals)". It instructs the user to "Complete the following form. Selecting the 'Cancel' button will discard any information you have entered." Below this is a form field for the "Total Number of Qualified Vehicles to be Registered:", which contains the value "1", followed by the calculation "x \$10 = \$10".

A declaration statement follows: "I declare under the penalty of false statement that I have examined this application, and to the best of my knowledge and belief it is true, complete and correct. This applicant agrees to comply with reporting, payment, record keeping and license display requirements as specified in the International Fuel Tax Agreement. The applicant further agrees that the base jurisdiction may withhold any refunds due if the applicant is delinquent in paying fuel taxes due any member jurisdiction. Failure to comply with these provisions shall be grounds for revocation of license in all member jurisdictions."

The user is prompted to provide identification: "In lieu of a signature, reenter your Federal Employer ID Number (FEIN) or your Social Security Number:" followed by an empty text box.

Next, the user is asked to "Select your payment option and select the Purchase button to complete this application. Select the Help button for additional information on the payment options. After you complete the purchase, you also will have the option to print this information for your records."

Two payment options are listed with radio buttons: "Pay via Check (requires printing of a payment voucher to include with your check)" and "Pay via Credit Card (requires entry of credit card information on our secure web site)".

At the bottom of the form are two buttons: "Purchase" and "Cancel".

The footer of the page states: "State of Connecticut Department of Revenue Services [Privacy Policy](#). Copyright © 2002-2005 State of Connecticut."

■ 4.4 IFTA License Renewal – Receipt Page

After confirming the purchase, the user will have the following options:

- **Print Receipt** – Prints a copy of the receipt page for the user's records;
- **Print Voucher** – Prints a voucher page, which must be mailed to the Connecticut Department of Revenue Services along with a check to complete the transaction; and
- **Finish** – Returns a user to the IFTA menu.

Users must print the payment voucher and submit it along with a check for the correct amount. Printing of the payment receipt is optional.

Figure 4.5 illustrates the Receipt Page for IFTA License Renewal.

Figure 4.5 Receipt Page for IFTA License Renewal

Department of Revenue Services IFTA Online Applications - Microsoft Internet Explorer

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Payment By Check Receipt

2005 IFTA License Renewal

You must print a voucher and send it in with your payments. To print a voucher press the 'Print Voucher' button. You can select the 'Print Receipt' button to print a receipt for your records. After printing the voucher you can select the 'Finish' button to return to the IFTA menu. Select the 'Help' link for additional instructions.

Transaction ID: 912
Application Type: RENEWAL
Application Year: 2005
Number Of Decals Purchased: 1
Cost Per Decal Set: \$10
Total Amount Due: \$10


Owner, Partner or Corporate Name:
A Test Carrier, Inc.
Trade Name or Registered Name:
A Test Carrier
Connecticut Tax Registration Number: 9999991000
Federal Employer ID Number (FEIN): 069999991
U.S. DOT Number: 1999999

Business Address:

Street Address 1	1 Main Street
Street Address 2	
City	Anytown
State/Province	CT
Zip+4/Postal Code	06666 0000
Phone	(860) 555-1212

Mailing address is the same as business address.

The on-line voucher is available in PDF format. Adobe Acrobat Reader 5.0 or greater is required to view and print the voucher. If you do not have this software loaded on your computer, select the Adobe Acrobat Icon to download a free copy.



Done Internet

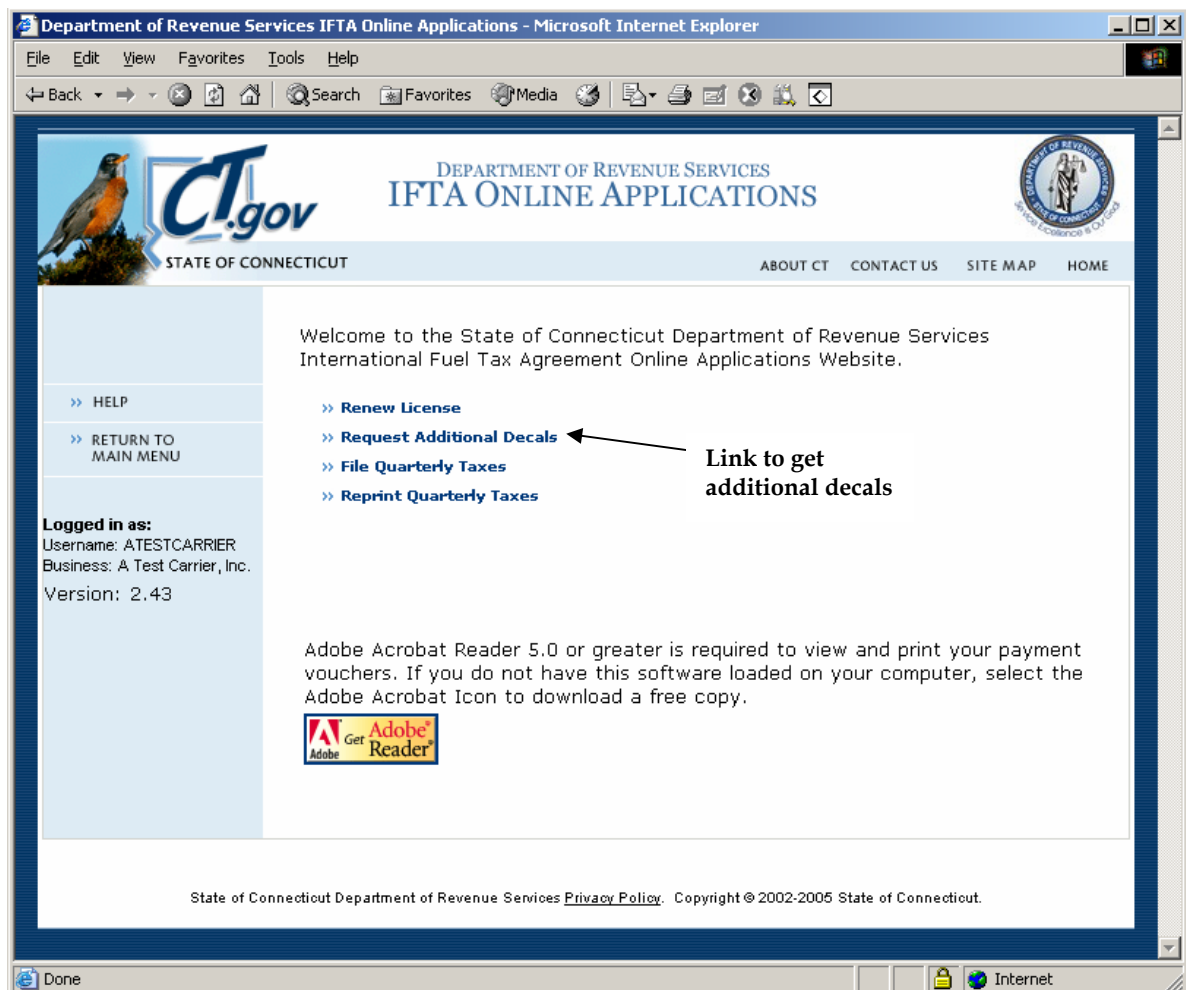
5.0 Requesting Additional IFTA Decals

To request additional decals, a user should click the “Request Additional Decals” link as shown in Figure 5.1. This action will display the appropriate data entry form as illustrated in Figure 5.2. The form will be pre-populated with the company information from the user’s CVO Credentialing System profile. The user should review the pre-populated information to ensure its accuracy and correct any information that is inaccurate.

If the FEIN/SSN and Tax Registration Number are available from the CVO Credentialing System profile, then these values cannot be changed on the IFTA_{CS} application.

On every page, required fields are indicated by an asterisk (*) next to the field name.

Figure 5.1 IFTA Main Menu Page



■ 5.1 Additional Decals – Data Entry Page

If the user wishes to enter a different mailing address, he/she can uncheck the appropriate box and enter this information.

At the bottom of the page there are two buttons:

- **Review Application** – Displays the confirmation page; and
- **Cancel** – Discards the application and returns the user to the IFTA menu.

Figure 5.2 illustrates the data entry form to request additional decals.

Figure 5.2 Data Entry Page for Additional Decals

Department of Revenue Services IFTA Online Applications - Microsoft Internet Explorer

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CT.gov STATE OF CONNECTICUT

DEPARTMENT OF REVENUE SERVICES
IFTA ONLINE APPLICATIONS

ABOUT CT CONTACT US SITE MAP HOME

2005 Additional IFTA Decals (page 1 of 1)

Review the following form and make any necessary changes. Select the 'Review Application' button to proceed to the next page. Select the 'Cancel' button at any time to quit and return to the IFTA menu. Selecting the 'Cancel' button will discard any information you have entered. Select the 'Help' link at any time for additional instructions.

[» HELP](#)

[» RETURN TO MAIN MENU](#)

Logged in as:
Username: ATESTCARRIER
Business: A Test Carrier, Inc.
Version: 2.43

* Indicates a required field

Carrier Information

Owner, Partner, or Corporate Name *

A Test Carrier, Inc.

Trade Name or Registered Name If Different from Above

A Test Carrier

Connecticut Tax Registration Number 9999991000

Federal Employer ID Number (FEIN) 06-9999991

US DOT Number 1999999

Physical Location Of Business
(PO Box Is Not Acceptable)

Street Address 1 * 1 Main Street

Street Address 2

City * Anytown

State/Province * Connecticut

Zip+4/Postal Code * 06666 0000

Phone * (860) 555-1212

☒ Check here if your Mailing Address is the same as above

Review Application Cancel

http://www.ct.gov/drs

Internet

■ 5.2 Additional Decals – Confirmation Page

Users will be able to review the information provided on the application as shown in Figure 5.3. If the information is correct, the user should click the “Confirm” button at the bottom of the page. If the information is incorrect, the user should click the “Change” button at the bottom of the page. The user will be directed back to the data entry page and will be able to correct information as needed. If the user wishes to cancel the application, he/she should click the “Cancel” button at the bottom of the page.

Figure 5.3 Confirmation Page for Additional Decals

Department of Revenue Services IFTA Online Applications - Microsoft Internet Explorer

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DEPARTMENT OF REVENUE SERVICES
IFTA ONLINE APPLICATIONS
STATE OF CONNECTICUT

ABOUT CT CONTACT US SITE MAP HOME

2005 Additional IFTA Decals (Confirm Information)

Review the information you have entered on the previous pages. Select the 'Change' button to change any values. Select the 'Cancel' button to quit and return to the IFTA menu. Selecting the 'Cancel' button will discard all information you have entered. When the information is correct, select the 'Confirm' button to enter the number of decals you wish to purchase. Select the 'Help' link for additional instructions.

Owner, Partner or Corporate Name:
A Test Carrier, Inc.

Trade Name or Registered Name:
A Test Carrier

Connecticut Tax Registration Number: 9999991000

Federal Employer ID Number (FEIN): 06-9999991

U.S. DOT Number: 1999999

Business Address:

Street Address 1	1 Main Street
Street Address 2	
City	Anytown
State/Province	CT
Zip+4/Postal Code	06666 0000
Phone	(860) 555-1212

Mailing address is the same as business address.

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Done Internet

■ 5.3 Additional Decals – Purchase Page

After confirming that the information is correct, the user will enter the number of decals they wish to receive. When the user enters the number of decals, the fee displayed on the page will be updated to reflect the cost of those decals.

The user must reenter his/her Social Security Number or Federal Employer ID Number. This value should be the same as the value entered or displayed on the application. The user's SSN or FEIN serves as an electronic signature for the application. The user should ensure the "Pay via Check" option is selected and click the "Purchase" button at the bottom of the page. If a user wants to cancel the application he/she should click the "Cancel" button. Figure 5.4 illustrates the Purchase Page for Additional Decals.

Note: Credit Card option may be available in future releases. This option currently is not displayed.

Figure 5.4 Purchase Page for Additional Decals

The screenshot shows a web browser window titled "Department of Revenue Services IFTA Online Applications - Microsoft Internet Explorer". The browser's address bar shows the URL "http://www.ct.gov/dfa/ifaonline". The page header includes the "CT.gov" logo, the text "STATE OF CONNECTICUT", and the "DEPARTMENT OF REVENUE SERVICES IFTA ONLINE APPLICATIONS" title. A navigation bar contains links for "ABOUT CT", "CONTACT US", "SITE MAP", and "HOME".

On the left side, there is a sidebar with the following content:

- >> HELP
- >> RETURN TO MAIN MENU
- Logged in as:
Username: ATESTCARRIER
Business: A Test Carrier, Inc.
Version: 2.43

The main content area is titled "2005 Additional IFTA Decals (Specify Number of Decals)". It contains the following text:

Complete the following form. Selecting the 'Cancel' button will discard any information you have entered.

Total Number of Qualified Vehicles to be Registered:

x \$10 = \$

I declare under the penalty of false statement that I have examined this application, and to the best of my knowledge and belief it is true, complete and correct. This applicant agrees to comply with reporting, payment, record keeping and license display requirements as specified in the International Fuel Tax Agreement. The applicant further agrees that the base jurisdiction may withhold any refunds due if the applicant is delinquent in paying fuel taxes due any member jurisdiction. Failure to comply with these provisions shall be grounds for revocation of license in all member jurisdictions.

In lieu of a signature, reenter your Federal Employer ID Number (FEIN) or your Social Security Number:

Select your payment option and select the Purchase button to complete this application. Select the Help button for additional information on the payment options. After you complete the purchase, you also will have the option to print this information for your records.

☒ Pay via Check (requires printing of a payment voucher to include with your check)

☐ Pay via Credit Card (requires entry of credit card information on our secure web site)

At the bottom of the form are two buttons: "Purchase" and "Cancel".

The footer of the page reads: "State of Connecticut Department of Revenue Services [Privacy Policy](#). Copyright © 2002-2005 State of Connecticut."

■ 5.4 Additional Decals – Receipt Page

After confirming the purchase, the user will have the following options:

- **Print Receipt** – Prints a copy of the receipt page for the user's records;
- **Print Voucher** – Prints a voucher page, which must be mailed to the Connecticut Department of Revenue Services, along with a check to complete the transaction; and
- **Continue** – Returns the user to the IFTA menu.

Users must print the payment voucher and submit it along with a check for the correct amount. Printing of the payment receipt is optional.

Figure 5.5 illustrates the Receipt Page for Additional Decals.

Figure 5.5 Receipt Page for Additional Decals

Department of Revenue Services IFTA Online Applications - Microsoft Internet Explorer

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[» HELP](#)
[» RETURN TO MAIN MENU](#)

Logged in as:
Username: ATESTCARRIER
Business: A Test Carrier, Inc.
Version: 2.43

Payment By Check Receipt

2005 Additional IFTA Decals

You must print a voucher and send it in with your payments. To print a voucher press the 'Print Voucher' button. You can select the 'Print Receipt' button to print a receipt for your records. After printing the voucher you can select the 'Finish' button to return to the IFTA menu. Select the 'Help' link for additional instructions.

Transaction ID: 913
Application Type: DECALS
Application Year: 2005
Number Of Decals Purchased: 1
Cost Per Decal Set: \$10
Total Amount Due: \$10

Owner, Partner or Corporate Name: A Test Carrier, Inc.
Trade Name or Registered Name: A Test Carrier
Connecticut Tax Registration Number: 9999991000
Federal Employer ID Number (FEIN): 069999991
U.S. DOT Number: 1999999

Business Address:	
Street Address 1	1 Main Street
Street Address 2	
City	Anytown
State/Province	CT
Zip+4/Postal Code	06666 0000
Phone	(860) 555-1212

Mailing address is the same as business address.

The on-line voucher is available in PDF format. Adobe Acrobat Reader 5.0 or greater is required to view and print the voucher. If you do not have this software loaded on your computer, select the Adobe Acrobat Icon to download a free copy.



[Print Voucher](#) [Print Receipt](#)

Done Internet

6.0 IFTA Quarterly Taxes

Authorized users will be able to link to New York Regional Processing Center (RPC). The RPC system supports the filing and reprinting of IFTA quarterly taxes.

To file IFTA quarterly taxes via the RPC, select “File Quarterly Taxes” on the IFTA Main Menu Page. To reprint previously filed IFTA quarterly taxes, select “Reprint Quarterly Taxes.” Documentation regarding the IFTA quarterly tax processes is available from the Connecticut Department of Revenue Services.